

City of Chattanooga, TN
Personnel Class Specification

Class code 0651

FLSA: Exempt

**CLASSIFICATION TITLE: SAFETY AND TRAINING
COORDINATOR, SR.**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to develop, administer and evaluate all safety and loss control programs for the City-wide Services Division of the Public Works Department in a manner that ensures the safety and health of City employees and achieves the highest level of protection for City and private property.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Administers safety and loss prevention programs for a department or large division, including safety training, accident investigation, and inspection of facilities and operations; consults with staff, supervisors, and other department managers regarding safety guidelines and regulations; answers questions and provides information as required; provides expert knowledge of current safety legislation and rules.

Develops departmental safety procedures utilizing an understanding of OSHA, NEPA, NECA and other complex safety/environmental regulations and their application to departmental operations; reviews procedures as needed to ensure safety and health of City employees and protection of property; maintains materials safety data sheet files, photo files on City facilities, and other related documents and records relating to safety practices and procedures.

Conducts safety inspections of departmental operations, City-owned/maintained facilities, and equipment; ensures compliance with all OSHA regulations and other safety guidelines enforced by governmental agencies and staff; takes appropriate action to correct improper or unsafe work activities; reports any violations of safety regulations; advises management and staff regarding compliance issues.

Responds to all accidents of a serious nature involving City employees or property and supervises staff in the investigation of all accidents; ascertains the nature of injuries and seeks/provides medical care if necessary; interviews witnesses and employees and collects evidence to obtain facts about the incident; reviews employee drug test results after accident and/or injury; convenes safety board to conduct hearings regarding accidents; prepares written and oral reports and summaries regarding investigation; insures that all accident and injury reports are processed in a timely manner.

Conducts and/or schedules safety training workshops for departmental personnel; assesses departmental training needs; develops employee training programs using local resources wherever possible; obtains training packages from equipment manufacturers and vendors; recommends the purchase of training equipment and materials; maintains employee training records for future reference and referral.

Supervises driver training programs for truck drivers and equipment operators; monitors the status of employee operator licenses; manages the safe driver award program and other programs related to employee driver safety.

Monitors employee absenteeism due to injury, accident, and/or illness; follows all legal guidelines regarding workers' compensation, FMLA, and other work-related issues.

Procures legal advise from the City Attorney's Office regarding cases which involve potential law suit or litigation against the City for accident and/or injury.

Formulates, writes and/or edits various reports, memoranda, records, specifications, and other related documents; reviews for accuracy and completeness; maintains copies for departmental files.

Develops and establishes procedures to improve and/or reinforce City yard and facility security; inspects City-owned and operated yards and equipment; monitors the results of the daily area inspection report from security personnel.

Attends meetings, seminars, workshops, conferences and training sessions to keep apprised of changing legislation and current court cases.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associate's degree with course work emphasis in public administration, safety management, or related area; supplemented by one (1) to two (2) years previous experience and/or training involving safety management or public administration; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid State of Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, and toxic agents.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to

qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.